

SITE PLAN REVIEW COMMITTEE
January 22, 2024

The Site Plan Review Committee met on the above date at 1:30 P.M. in the Council Chambers on the second floor of City Hall. The following members were present: Mayor Emily McFarland; Brian Zirbes of Building, Safety & Zoning; Andrew Beyer of Engineering; Maureen McBroom of Stormwater Utility; Stacy Winkelman of the Street Department; Tim Hayden of the Water/Wastewater Department; Kristine Butteris of Park & Rec; Strategic Initiatives and Development Coordinator Mason Becker; Doug Zwieg of Building, Safety & Zoning; and Anthony Rauterberg of the Fire Department. Also in attendance were Nikki Zimmerman, TJ Schlieve, and Mark Zvitkovits.

1. Call to Order

The meeting was called to order by Chairperson Brian Zirbes.

2. Approval of Minutes

A. Review and take action: Site Plan Review Minutes Dated November 13, 2023

Motion was made by Doug Zwieg and seconded by Anthony Rauterberg to approve the November 13, 2023 Site Plan Review minutes as submitted. Unanimously approved.

3. Business

A. Review and take action: 806R Elm Street – heated storage shed

Applicant TJ Schlieve was present to describe the proposed project. The proposal is for a new 4,992 sf heated storage building which will be the same as the current on that is on site.

The following was presented by staff:

Building:	No further requirements.
Fire:	No further requirements.
Engineering:	No further requirements.
Stormwater:	Erosion control permit needed for any land disturbance over 3,000 sf. Post-construction stormwater is being worked on by a contractor. The designer and applicant will get in touch with Maureen McBroom to ensure everything is being completed as needed.
Streets and Solid Waste:	No further requirements.
Water/Wastewater:	No further requirements.
Zoning:	No further requirements.
Parks:	No further requirements.

Motion was made by Doug Zwieg and seconded by Emily McFarland to recommend approval of this proposal to Plan Commission with inclusion of the two conditions identified by Maureen McBroom.

Unanimously approved.

B. Review and take action: 621 Bernard Street – site plan for new fire station

Updated plans were recently submitted for the new fire station. Mark Zvitkovits of SEH was present to answer questions.

The following was presented by staff:

Building:	Final plans will have to be forwarded to the state for review.
Fire:	No comments.
Engineering:	No utility plan was submitted. Please submit one that shows items like grades, depths, materials, etc. for review. The floodway should be delineated before construction begins. There shall be no filling in the floodway. Details on stormwater basins will have be submitted.
Stormwater:	An erosion control and stormwater permit will be required. Anything being turned into the DNR with the NOI will also be required to be submitted to the City of Watertown. Verify what type of stormwater treatment will be used (i.e. infiltration or biofilters with underdrains). This will be required as soon as possible. A copy of the DNR NOI letter will also be required.
Streets and Solid Waste:	No comments.
Water/Wastewater:	Utility specs need to be shared. Suggests the water loop through the property. The sewer

line and size need to be indicated on the plans as well as what size meter is anticipated. A hydrant meter could be placed on the hydrant that is being used at the site for training purposes. Would be helpful for the Water Department for water loss logs. The additional meter will be discussed after the plans are submitted.

Zoning: Structures need to be 20' from residentially zoned property lines. The plans need to state this. A conditional use permit will be required for the exterior of the storage building and training tower. Vehicle access and circulation need further information such as the driving lanes matching code and parking stalls being the correct width. Plans with measurements and details to meet 550-107 need to be submitted. Minimal landscaping requirements are met but it's suggested to increase the landscaping a bit more. The lighting plans will be reviewed and feedback will be provided.

Parks & Forestry: Concerns on availability of different variations of oaks. There are about 20 trees that need to be transplanted from the existing area. 2" trees are needed to be transplanted but there aren't enough there currently. There are many 1" – 1 ½" but not 2". Direction will be needed to see which trees will be kept. A tree protection during construction permit will be needed for those that will be kept in place during construction. The tree needs to be fenced 2' past the drip line (the canopy of the tree). There are multiple options if the 1 – 1 ½" trees. Is the plan to get nicer looking wood chips or use what Parks has? This will be discussed and placed on the final plan. Suggestion of some of the berry bushes at the Towne Square being placed at the fire station.

Motion was made by Doug Zwieg and seconded by Kristine Butteris to recommend approval of this proposal to Plan Commission with inclusion of the above comments.

Unanimously approve with Mayor McFarland abstaining.

4. Adjournment

Motion was made by Emily McFarland and seconded by Andrew Beyer to adjourn. Unanimously approved.

Respectfully submitted,
Nikki Zimmerman
Recording Secretary

NOTE: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.